

Chief, Audit Staff

21 November 1957

1133 "I" Bldg

Chief, Records Management Staff

Disposition of duplicate accountability records

1. During the course of surveying records throughout the Agency, members of our staff have reviewed various records reflecting financial and property accountability. These records are duplicate copies, the originals of which are maintained in Finance Division and audited periodically by your staff.

2. It is proposed that retention periods for these duplicate records be established as follows:

a. Financial accountability records - Destroy when four years old.

b. Property accountability records - Destroy when two years old.

c. Stores accounting records - Destroy when four years old.

3. These destruction standards are in compliance with those established and prescribed in General Services Administration Regulations Title 3, Federal Records. Your concurrence in this proposal will be appreciated.

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CONCUR:

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[Signature]
Chief, Audit Staff

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Mgmt. S/RM *[Signature]* :jml(21Nov.57)

[Signature] 11/22/57